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15 February 1967

## MEMORANDUM FOR THE RECORD

SUBJECT: DDI Meeting to Set Up an Indexing Study Group

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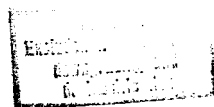
1. The undersigned and [REDACTED] attended a meeting chaired by the DDI and the A/DDI on 14 February which was called to organize an indexing study group. It was stated that the basic judgment had been made the CIA is not going to grow, indeed it might shrink moderately, and therefore personnel slots to accommodate increasing responsibilities must be found internally. It is the DDI's conviction that OCR has been doing too much for too many people. For example, it has been furnishing DIA with copies of documents which the DIA retrieval system has been unable to turn up. The general OCR philosophy has been to service all requests and to operate as a reference center on virtually all subjects.

2. The DDI asked for the responsible support of all production offices in deciding upon the proper balance between analysis resources and indexing services. Essentially this is an estimate of the importance of each service to each consuming unit in the familiar terms of cost-benefit analysis. Since indexing for the next few years at least will be done by people and not by machines, personnel slots for research are in direct competition with slots for indexing. The DDI hoped that within 60 days an analysis could be made which would establish an indexing system with which the various offices could live over the next several years.

3. The DDI made a few key points about the system:

a. It must be designed to recognize that there are a number of experts on a variety of subjects within the Agency. Since these experts have worked over the basic data, they probably do not now require very much indexing support. Admittedly, some backstopping would be necessary, in part, because of personnel turn over. However, his initial thought was that indexing could well be concentrated on lower priority areas where expertise does not exist but where we may be called upon for intelligence support.

b. The system must be compatible with our responsibilities to other agencies, particularly the NIS contractors, to the DD/P, and to the DDS&T. The present plan

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is to work out a system for the DD/I and then to expand it to include other legitimate consumers of the OCR product.

c. A referral system should be developed which would consist of a listing of who the experts are on individual subjects. The thought here is that we need a procedure so that each study would not start out de novo.

d. The offices need to establish some kind of validation procedure which reviews requests for OCR services. The DD/I believe that a small minority of researchers are asking OCR for everything that could be turned upon a particular subject rather than being selective. In order to avoid laying on unreasonable requests for OCR services, some type of procedure will need to be developed by ORR to establish control at the office level.

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4. The Chairman of the committee will be John Vance, Director of OCR, and the Executive Secretary will be [REDACTED] of OCI. Each of the production offices is to have a representative and I would recommend that [REDACTED] be our man.

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[REDACTED]  
Deputy Director  
Research and Reports

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